

1083 SAVE PROGRAM
1083.05 DEFINITION AND LEGAL BASIS
REV:02/1989

The Systematic Alien Verification for Entitlements (SAVE) Program is the Immigration and Naturalization Service (INS) operated system for the verification of immigration status of aliens applying for food stamp benefits.

Section 121 of the Immigration Reform and Control Act (IRCA) of 1986 mandates the verification of immigration status of aliens applying for benefits under certain programs and the exchange of income-related information among state and federal assistance programs and the use of that data in determining eligibility for benefits and payment amounts.

The SAVE Program was established to accomplish the above goals beginning in FY 1989, through the following requirements.

* Statement of Citizenship or Alien Status

Beginning February 1, 1989, applicants for the Food Stamp Program must declare in writing that they are United States citizens or nationals, or that they are in "satisfactory immigration status." The DHS/SAV-1 is used for this declaration of citizenship or alienage.

To be considered in "satisfactory immigration status," an applicant must provide either:

- * Alien registration documentation of proof of immigration registration from the INS containing the alien's admission or file number; or,
- * Such other documents as constitute reasonable evidence of satisfactory immigration status.

1083.05.05 Presumptive Eligibility
REV:02/1989

An otherwise eligible documented alien applicant is eligible for benefits unless proven otherwise. No eligible documented alien is denied benefits based solely on an automated computer check.

Eligibility is revoked only following a secondary verification procedure.

When an applicant or a recipient is an illegal alien or an alien not in "satisfactory immigration status," the information regarding such applicant/recipient is used only for the administration of the Department's programs.

1083.05.10 Purpose of IRCA of 1986
REV:02/1989

The Immigration Reform and Control Act of 1986 (IRCA) reflects the resolve of the Congress and the INS to control illegal immigration by using employer sanctions and alien verification for certain assistance programs to reduce incentives for aliens to come and remain in the United States illegally, and in addition, to provide a significant cost avoidance potential for federally funded programs.

1083.05.15 Legal Requirements for Documentation
REV:02/1989

U.S.C. 1304, Title B, Section 264, states that aliens in the U.S.

must always have immigration documentation in their possession.

All alien applicants for food stamp benefits must present original documentation of alien registration or another form of documentation which the agency determines is reasonable evidence of the alien's immigration status. Most alien applicants should present documentation that contains an Alien Registration Number.

This number is commonly referred to as the A-Number. It references the individual's Alien File at INS.

The A-Number contains seven or eight numerical digits preceded by the letter "A," such as, A24 786 899. Each A-Number is unique in that it pertains to one person only. Even minors and infants in the U.S. as immigrants are assigned individual A-numbers.

Some INS documents do not contain a photograph of the bearer.

When an alien presents such documentation, s/he must present an additional identifying document that includes a photograph, such as a driver's license or an employer badge, whenever possible.

Any alien applicant/recipient claiming that his/her documents were lost or stolen must be referred to the INS office to request replacement documentation prior to primary or secondary verification procedures.

1083.10 TYPES OF DOCUMENTATION
REV:02/1989

Immigration documentation includes, but is not limited to, the following forms. Unless specifically indicated, each shows the Alien Registration Number (A-Number) of the bearer. Some forms, as indicated, have expiration dates. These dates must be checked during the application process to insure that the forms are still valid.

1083.10.05 Lawful Permanent Residence
REV:02/1989

Use the following INS forms as evidence to determine whether an alien is a lawful permanent resident or is an individual permanently residing under color of the law:

- * Form I-181, Memorandum of Creation of Record of Lawful Permanent Residence. This form is a temporary identification document issued by an INS field office pending issuance of an Alien Registration Receipt Card.
- * Form AR-3 and AR-3a, Alien Registration Receipt Card. This form was issued between 1941 and 1949 and pertains to a lawful permanent resident alien.

- * Form-151, Alien Registration Receipt Card. This form was issued prior to June, 1978 and remains valid indefinitely.
- * Form I-551, Resident Alien Card. This is the current document given to a lawful permanent resident alien and remains valid indefinitely. This form is commonly referred to as a "green card".

Legal temporary resident (LTR) aliens who become lawful permanent residents will be issued Form I-551 with a registration number in the 90-million series. In addition, the date such aliens are granted LTR status is indicated as the fourth line on the reverse of the form. The fourth line will read: "TEMP RES ADJ DATE - MM/DD/YY." Eligibility for Food Stamp benefits will exist five (5) years from the date that appears on the reverse of the I-551.

- * Form I-551, REsident Alien Card (Conditional Resident Alien). This form is issued to a conditional permanent resident, such as an alien spouse of a U.S. citizen. It is the same form as issued to a permanent resident alien but is valid for a one-to-two-year period. This document has an expiration date.
- * Form I-327, Re-Entry Permit. This form is issued to a lawful permanent alien before s/he leaves the U.S. for a one-to-two-year period. This document has an expiration date.
- * Form I-94, Arrival-Departure Record. This form is issued by INS to non-immigrant aliens. It should be attached to an unexpired foreign passport. However, most refugees will not have passports. The Form I-94 may not include an A-Number nor contain a photograph. The document may bear one of the following annotations:
 - * Section 207 - Refugee;
 - * Section 208 - Asylum;
 - * Section 243(h);
 - * Cuban-Haitian Entrant; or,
 - * Employment Authorized.
- * Form I-94, Arrival-Departure Record-Parole Edition. This form is issued as above. It may contain one of the following annotations:
 - * Section 203(a)(7) - Conditional Entry or
 - * Section 212(d)(5) - Parolee.
- * Form I-571, Refugee Travel Document. This form is issued by INS to aliens who are granted refugee status. This document has an expiration date.

1083.10.10 Legal Temporary Residence
REV:02/1989

An alien admitted for Legal Temporary Residence (LTR) under Section 245 A(a)(1) of the Immigration Reform and Control Act of 1986 should present one of the following forms:

- * INS Form I-689, Fee Receipt. This form is issued to an applicant for status under the legalization (amnesty) or Special Agricultural Workers (SAW) programs. It expires on the date of the legalization interview.
- * INS Form I-688A, Employment Authorization Card. This form is issued to an applicant for temporary resident alien status after the initial interview for legalization (amnesty) or SAW status. It expires six months from the date of the issuance. The expiration date is on the card.
- * INS Form I-688, Temporary Resident Card. This form is issued to an alien granted LTR status under the legalization or SAW programs. It remains valid until the expiration date stated on the card.

1083.15 VERIFICATION OF DOCUMENTATION
REV:02/1989

At the time of application, the agency representative makes two photocopies of both sides of all pertinent original immigration documentation presented for each individual family member.

Use the same procedure as above, if the recipient's documents were not verified during the application process.

The Systematic Alien Verification for Entitlements (SAVE) Program provides two methods to verify an alien applicant's immigration documentation. These are Primary Verification and/or Secondary Verification.

1083.15.05 Primary Verification
REV:01/2002

The Immigration and Naturalization Services maintains the Alien Status Verification Index (ASVI) data base for participants in the SAVE program. It contains information regarding over 22 million aliens and is used for the initial automated document verification. This automated process is known as primary verification. The Office of Refugee Resettlement (ORR) has been designated the central alien data information and referral office for DHS. The ORR is located at 600 New London Avenue, Bldg. #57, Cranston, RI 02920.

In general, primary verification is initiated for all applicants (and recipients at recertification) except for those aliens having certain immigration status or other special circumstances identified in Section 1083.15.10.

The agency representative uses the following procedures for primary verification when an applicant or recipient presents one of the above forms as verifying documentation.

- * Makes two photocopies of both sides of all original verifying documentation, which are kept in the case record. The originals are returned to the applicant/recipient.
- * Enters the following information on the Primary Document Verification Request, Form DHS/SAV-2:
 - * The A-Number for each individual in the applicant's or

recipient's filing unit;

- * The last, first, and middle name, for each individual in the applicant's recipient's household;
- * The agency representative's name, E.I.N. number, food stamp office and food stamp office telephone number.
- * Forwards the DHS/SAV-2, attached to an AP-60 transmittal, to the ORR Data Management Officer.
- * Retains the completed DHS/SAV-2, containing the Alien Verification Number, in the case record for further reference. No further check is required, unless the ORR Management Officer annotates the DHS/SAV-2 that the ASVI system displayed "Institute Secondary Verification.

1083.15.10 Responsibilities of the ORR
REV:01/2002

Upon receipt of the DHS/SAV-2 Form, the ORR Data Management Officer will:

- * Access ASVI by entering the A-Number(s) into the data bank;
- * Interpret the resulting Alien Status Verification Display;
- * Annotate the DHS/SAV-2 with the unique Verification Number issued to each alien by the ASVI system.
- * Return the Form DHS/SAV-2, to the appropriate supervisor after checking either the "valid" or the "institute secondary verification" response. The supervisor then forwards the DHS/SAV-2 to the agency representative.
- * On a weekly basis, forward a list of the names of those aliens whose documents must be processed for secondary verification to the appropriate Regional Manager.

1083.15.15 Secondary Verification
REV:02/1989

Secondary Verification provides a more extensive validation procedure, including a thorough search of all applicable automated and paper INS files, when problems arise during the visual verification of documentation or during the primary check.

A response during the primary verification to institute a secondary verification means that the present classification in the computer data base (ASVI) indicates something other than permanent resident alien status. In some instances, it simply means that the alien's record is quite new.

Secondary verification must be completed:

- * Whenever there is a discrepancy between information on ASVI and information presented by the applicant; and
- * Prior to the delay, denial, reduction, or termination of a

benefit to any alien applicant for reasons of immigration status.

In most circumstances, the agency representative will execute primary verification prior to initiating secondary verification procedures. However, the following circumstances require that secondary verification be initiated immediately:

- * When any one of the items presented as documentation appears to be counterfeit or altered;
- * When an alien presents unfamiliar INS documentation, or a document that indicates immigration status, but does not contain an Alien Registration Number (A-Number);
- * When the document contains an A-Number in the A60 000 000 or A70 000 000 series. These number ranges have not yet been issued;
- * When the document contains an A-Number in the A80 000 000. This number range is used for illegal border crossings;
- * When the document presented is any form of INS receipt;
- * When the document presented is a Memorandum of Creation of Record of Lawful Permanent Residence (Form I-181) or an Arrival-Departure Record (Form I-94) attached to a foreign passport that bears the endorsement "Processed for I-551, Temporary Evidence of Lawful Permanent Residence," and that I-181 or I-94 is over one year old.

Additionally, secondary verification should occur after an automated check when ASVI returns a response of "Institute Secondary Verification," or when there is a material discrepancy between an alien's documentation and the record contained in ASVI. The Data Management Officer will inform the agency representative if such a discrepancy exists.

1083.15.20 Secondary Verification Procedures
REV:03/1990

When the Data Management Officer returns the DHS SAV-2 indicating the necessity for Secondary Verification, the agency representative initiates the following Secondary Verification procedures by completing a Document Verification Request (Form G- 845) for each applicant/recipient. If a family unit is applying or being recertified, each member requires a separate Form G-845.

It is essential that the form contain enough information to identify the alien, including:

- * Alien Registration or I-94 Number: Enter the A-Number as the letter "A" followed by the correct seven or eight digits, or include the Admission Number, if found on the I-94.
- * Applicant's Name: Enter the last, first, and middle name of the applicant/recipient. If the documentation indicates more than one variation of the name, enter all versions. In the

case of a recent marriage, the alien may not have furnished the new name to INS. In such cases, enter both the maiden and married names.

- * Nationality: Enter the foreign nation or country to which the applicant/recipient owes legal allegiance. This is normally, but not always, the country of birth.

- * Date of Birth: Enter the birth date using the MM/DD/YY format. If the complete date of birth is not known, enter the available information.

NOTE: Some cultures record dates as day, month and year using format DD/MM/YY, for example, 010457 is April 1, 1957. Some aliens continue to provide dates in this fashion. For INS purposes, be sure to transpose the numbers and use the MM/DD/YY format.

- * Social Security Number: Enter the alien's nine digit Social Security Number, if known. Whenever possible, copy the number directly from the alien's Social Security card.

- * Verification Number: Enter the Verification Number assigned by the ASVI query, if available.

- * Photocopy of Document Attached/Other Information Attached: Indicate that INS documentation is attached by checking the top box. Use the bottom box if other information is included in support or in lieu of INS document.

- * Benefit/Case Number: Mark the blocks showing the program(s) for which the alien is applying or being recertified.

- * The agency representative includes her/his name, title, telephone number, and the current date. The name and address of the agency must be typed or stamped in the block labeled "From."

- * Upon completion of the Form (s) G-845, make one copy of the form(s) and retain in the case record. A photocopy of all applicable pages of each piece of original immigration documentation must be attached to the original G-845. In addition, the attachments should include copies of:

- * Identification bearing a photograph of the applicant/recipient, whenever possible; and
- * Any other pertinent documents submitted by the alien, such as a marriage record or court order.

Copies of all necessary documentation are stapled to the Form(s) G-845 with a single staple in the upper left-hand corner. Enter in the "To" address area:

INS
U.S. Post Office and Federal Building, Room 203
Exchange Terrace

Providence, R.I. 02901

The form and documents should then be folded and placed in a window envelope so that the block labelled "To" appears in the address area. More than one Form G-845 may be mailed in a single envelope. However, the INS discourages bulk mailing of the forms.

1083.15.25 INS Responsibilities Regarding the G-845
REV:02/1989

The Documentation Verification Request, Form G-845, is a self-reply form. Upon receipt of the G-845, the INS Immigration Status Verifier will:

- * Research the alien's records in the INS files;
- * Complete the response portion of the form(s) by checking all appropriate statements on the lower half and the back of the form(s) to indicate the applicant's/recipient's immigration status and work eligibility; and
- * Return both the form(s) and the attached photocopies of the agency representative within fifteen working days of receipt.

1083.15.30 INS Responses to the G-845 Request
REV:02/1989

The agency representative should take special action when one of the following INS responses are checked:

Response #4.

"This document appears valid and relates to an alien who has a pending application". This response is checked when an alien is pending a new immigration status or change of immigration status.

Note that legalization (amnesty) and SAW applicants do not acquire a legally defined immigration status until they are granted temporary lawful resident status.

Response #9.

"This document appears valid and relates to an alien who is a non-immigrant". This response is checked to indicate an alien who is temporarily in the U.S. for a specific purpose. This category includes students, visitors, and foreign government officials.

Response #10.

"This document appears valid and relates to an alien not authorized employment in the U.S." If found eligible for assistance, special consideration must be provided to those individuals who would be mandatory participants in job training or placement programs.

Response #11.

"Continue to process as legal alien as INS is searching indices for further

information". This item is checked if INS is withholding documentation pending further investigation. This statement does not imply that the applicant/recipient is an illegal alien or the holder of fraudulent documentation.

Benefits should not be denied based on this statement. If the alien is otherwise eligible, s/he should continue to receive benefits until INS sends a final notification regarding the alien's immigration status.

Response #12.

"This document is not valid". This response is checked when a document has expired or when an item appears to be counterfeit or altered. The INS will use the back of the form to elaborate on this entry.

Responses #13, 14, 15 and 16

These responses require the agency representative to resubmit the G-845 for specific reasons.

If there is a delay beyond fifteen working days in the return of the G-845, the agency representative:

- * Apprises his/her supervisor of the delay by sending an AP-48 with the record copy of the unreturned G-845 attached. The AP-48 should note the date the original G-845 was sent to the INS.
- * Contacts INS to determine the cause of the delay.
- * Cooperates with the INS to correct the problem causing the delay.

1083.20 DISCLOSURE OF IVES INFORMATION
REV:02/1989

The law provides that the use of information concerning an applicant/recipient can be used only for the administration of the Department of Human Services programs. If it is determined that an applicant/recipient is an illegal alien, this information shall not be disclosed to the INS.

Information obtained from both primary and secondary verification of alien applicants/recipients shall not be used by INS for administrative, noncriminal immigration enforcement purposes.

The INS will use the information provided by the user agencies only to the extent necessary to verify the immigration status of the individual.

The SAVE program has been implemented in a manner that provides for verification of immigration status without regard to the sex, color, race, religion, or national origin of the individual involved.

1083.25 HISPANIC NAMES
REV:02/1989

The following instructions should be used when interpreting and recording Spanish language names. They are the guidelines used by INS to file and record

most Hispanic names. Note that the instructions do not apply to names from other Latin-based languages, such as, Portuguese, French, Italian, or Rumanian.

First Names

Many Spanish first names consist of more than one word, for example, Maria de los Angeles, Maria de la Luz or Marie del Carmen. When written with a prepositional phrase, as in the examples above, the name should be treated as one first name. If the name is not recorded with a prepositional phrase, for example, Maria Luz or Marie Carmen, it should be considered first and middle names.

In recording Spanish names, nicknames should not be used. Many Spanish first names have equivalent nicknames, which are commonly used as first names, for example, Pancho for Francisco or Pepe for Jose. Make sure that the name given and recorded for an applicant or recipient is the name which actually appears on the verifying documentation.

Surnames

Spanish and Latin American persons customarily use the surnames of both parents. This double surname is derived from the first surname of the father and the first surname of the mother.

Neither name is considered a middle name. The surname of the father precedes that of the mother.

The two surnames may be connected by the word "y" which means "and." For example, Juan Gomez y Conde has Juan as a first name, Gomez as the surname of the father, and Conde as the surname of the mother. Some persons may hyphenate the two surnames, such as, Juan Gomez - Conde. For INS and DHS recording purposes, all double last names are listed, with the father's surname followed by the mother's surname. Juan y Conde is recorded as Juan Gomez Conde. In the LAST NAME sections of the INS Form G-845 and the DHS/SAV-2, enter the above named as "Gomez Conde".

The preposition "de" with articles "el," "la," "los," or "las," appear in many surnames, for example, the signature of an applicant/recipient may be written as Jose de la Torre Munoz.

However, the INS ASVI indexing system ignores prepositions which precede the first surname. Therefore, in the LAST NAME sections of the INS form G-845 and the DHS/SAV-2, enter the above name as "Torre Munoz", and record the FIRST NAME as "Jose de la".

The possibility of error when verifying a particular case will diminish if consistency in the INS and the DHS filing systems is maintained. A problematic discrepancy could occur should it become necessary to retrieve case information. For example, if the above rule is not followed, the case name may be filed with the "D"s as, de la Torre Munoz, rather than with the "T"s for Torre Munoz.

Married Name for Women

When a Hispanic woman marries, she commonly drops the surname of her mother and adds the first surname of her husband, preceded by the preposition "de." This indicates she is the "wife of" that man. Maria Gomez Garcia, when married to Juan Martinez Ramirez, would become Maria Gomez de Martinez. Her name will be

recorded in the INS ASVI indexing system as Gomez de Martinez, Maria.

1083.30 ASIAN NAMES
REV:02/1989

In Asian cultures, the surname usually is written before the given name. Hence, many new immigrants provide first and last name in reverse order, and the names are transposed in INS files.

1083.35 SUMMARY OF VERIFICATION REQUIREMENTS
REV:02/1989

	Initiate Primary	Immediate Secondary
Valid-appearing I-551, I-151, AR-3A, I-688, I-327, or I-571 with an A-Number between A0 000 001 and A59 999 999	X	
Counterfeit-appearing or altered document		X
No A-Number on document		X
A-Number in A60 000 000, A70 000 000, or A80 000 000 series		X
I-688, I-688A or I-689 (Requires Consent of Disclosure if secondary verification is necessary)	X	
I-181, or I-94 in a foreign passport that bears the endorsement "Temporary Evidence of Lawful Admission for Permanent Residence," processed over one year ago		X
Any INS receipt		X
Other I-181, or endorsed I-94 on a foreign passport	X	